## 広報番号: CFAY-FR-HPT-06-16(R) Announcement 横須賀基地空席広報 No. 22 Mar 16 募集締切日: 1st Cut-off: 9 Feb 16 VACANCY ANNOUNCEMENT **Closing Date** 2nd Cut-off: 1 Mar 16 -Reissue-発行日: 20 Jan 16 Date of Issue 1.職種名 Job title (等級 Grade 5 /語学等級 LD N/A ) 募集人数 **4.募集範囲** Area of Consideration No. of I. □ 現 MLC/IHA 従業員(部隊内) Recruitment Current MLC/IHA Employee within Activity Warehouseman-Deliveryman, #2173 II. 図 現 MLC/IHA 従業員(通勤圏内) (倉庫係-配送係) 1名 Current MLC/IHA Employee in commuting distance III. □ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide □ 事務系 □ 技能系 □ 保安系 □ 医療系 IV. ⋈ 外部 Off Base Applicant Administrative Blue Collar Trade Security Medical 2.部隊 Activity \* Those who previously applied Commander Fleet Activities, Yokosuka for VA# CFAY-FR-HPT-06-16 Fleet Readiness Department need not to reapply. **Recreation Division 5.雇用の種類** Type of Employment Special Events Branch $\square$ MLC ☑ IHA $\bowtie$ HPT 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka □ 常用 Permanent 時給¥1040 3.勤務時間 Work Schedule (週 40 時間制 hrww) □ 限定 Limited Term ( ヵ月 Months) 勤務日 Work Days: 5 days a week (週5日制) 勤務時間 Work Hours 0800-1700 (8 hours a day / 1 日 8 時間勤務) 休憩 Recess Period 1 hour/day(1日1時間) □ 夜勤 Night Shift ◯ 残業 Overtime □ 出張 Business Travel **6.職務内容** Duties Sets up MWR tents, tables, chairs, air toys, and any other equipment associated with events sponsored by MWR. Sets up outdoor equipment for other events such as Change of Command Ceremony, etc. for all Ships, Shore Commands, Civilian organizations, and individuals aboard Fleet Activities Yokosuka who are requesting service. Physically maintains and repairs of all outdoor equipment. Operates 4-ton capacity truck to deliver/pick up equipment to various locations for events such as Family Friendship Day, Cherry Blossom/Spring Festival, etc. Operates 6-ton or higher capacity forklift to load/unload equipment. Issues outdoor equipment to authorized patrons and receives equipment from the patrons after use. Checks to insure all equipment is accounted for, is clean and serviceable, and returns equipment to its proper storage area. Estimates needs and suggests actions to supervisor for reordering any needed items. Maintains an inventory on all equipment. Keeps a daily record of all-delinquent equipment and follows-up by phone or in writing to personnel who have checked out equipment and have not returned it on time. Repairs equipment as needed, for issue. The incumbent performs other duties as assigned. 7.資格要件/身体条件 Qualification/Physical Requirements a. One year of trade and/or manual work in a related field. b. Must have GOJ middle sized vehicle driver's license (up to 8-ton is acceptable, AT only is NOT acceptable), GOJ largesized special purpose vehicle driver's license, and GOJ certificate of completion of training for forklift operation. c. Knowledge of customer service concepts and practices. d. Skills in performing various repairs of outdoor equipment. e. Ability to speak, read and write English at elementary proficiency level. \* A handicapped applicant may be accepted, depending upon the degree and kind of disability. \* 障害のある方については、その程度により考慮します。 英語力 English Language Proficiency: □必要なし None 図初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8 学歴 Educational Background: N/A

8.提出するもの Application and Associated Documents	職務状況
	Working Condition
*☑ 空席応募用紙 Application for Vacancy Announcement	Works on weekends
*□ 専門職務経歴書 Resume of Specialized Work Experience	& holidays.
*の記入は Complete * in □ 日本語で Japanese □ 英語で English □ どちらでも Either	·
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』	週末、祝日を含む。
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on	
Relatives"	
☑ 日本政府発行の中型自動車運転免許証(8トン以下限定含む、A/T限定不可)の写し、及	
び大型特殊運転免許証の写し Copy of GOJ middle-sized driver's License (up to 8-ton, AT only is	
NOT acceptable) and GOJ large-sized special purpose driver's license.	
図 フォークリフト運転技能講習修了証の写し Copy of Certificate of completion of training course	
for Forklift Operator.	
□ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)	
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)	
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)	
☑ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen	
applicant, copy of Residence Card and Passport/Visa Copy	
0 大草事新担山什 八岭 0 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	

## 9. 応募書類提出先 Office to Submit

内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物を お間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は 無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者(現 MLC/IHA 従業員)提出先(米海軍横須賀基地日本人雇用課(HRO)):

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

**T238-0001** 〒238-0001

神奈川県横須賀市泊町 1番地 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132 PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置 してあります。 毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者(非従業員)提出先:

Off Base Applicants must submit to:

〒238-0011

**T**238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル4階

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係

Yokosuka Branch of LMO/IAA Management #1 Section

電話番号 Phone 046-828-6959

受付時間:月曜—金曜、0830-1730時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: FFR N941

軍電 (DSN) 243-1243

PD No.: CFAY-N922A-004-PT

PD is accurate and current. Certified by Activity: Ky

HRO: (revd: 10/30) js 10/30 kw 11/2 (1/15) js 1/15

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

## \*\* 時給制臨時雇用従業員 (HPT) 雇用について\*\*

\*\* HPT-Hourly Pay Temporary (HPT) Employment\*\*

契約期間:1年を越えない期間(その後更新される事もある)

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid. 勤務時間が週20時間以上の場合は雇用保険の加入、週30時間以上健康保険・厚生年金の加入が義務づけられてい

事務時間が過 20時間以上の場合は雇用保険の加入、過 30時間以上健康保険・浮生中並の加入が義務 517 64 に C ます。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14